**Donation Letter**

(SCHOOL LETTERHEAD)

Date

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Media Center wishes to acknowledge and thank

you for your gift of:

\_\_\_\_\_\_ Hardback Books

\_\_\_\_\_\_ Paperback Books

\_\_\_\_\_\_ Magazines

\_\_\_\_\_\_ Videos

\_\_\_\_\_\_ CDs

\_\_\_\_\_\_ Computer Equipment

Your generosity helps our library to grow and benefits our students and faculty.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

School Library Media Specialist

*\*\*\*Please keep this letter/receipt for tax proposes.*